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NPIC/D-314-70

9 OCT 1970

MEMORANDUM FOR: Director of Personnel

ATTENTION : Chief, Special Activities Staff

THROUGH : Deputy Director for Intelligence

SUBJECT : Unsatisfactory Performance During Trial  
Period - [REDACTED]

25X1

1. [REDACTED] entered on duty with the Clerical Staffing Branch, Office of Personnel on 15 December 1969. She remained in the clerical pool until 9 February 1970 at which time she was assigned to the National Photographic Interpretation Center.

2. [REDACTED] was initially assigned to the Accessions and Indexing Unit in the Research and Reference Division, Production Services Group where her performance as an Info Control Clerk proved to be unsatisfactory. She was then transferred to the Coordination and Control Unit in an effort to provide a position more suited to her capabilities; however, despite close supervision, [REDACTED] was unable to satisfactorily perform the duties assigned her. During this period, [REDACTED] was given every encouragement and opportunity to improve her performance, but was unable to do so. Because she lacks typing and stenographic skills, there is no other position in the Center for which [REDACTED] is qualified.

3. It is apparent that [REDACTED] will not meet the basic requirements of her position during the first year trial period, and since there are no suitable assignments for her in NPIC, it is recommended that she be removed from the IP Career Service and that she be considered for either reassignment to another Career Service or separation from the Agency.

25X1

25X1

Declass Review by NIMA/DOD

ARTHUR C. LUNDAHL

Director

National Photographic Interpretation Center

Distribution:

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification